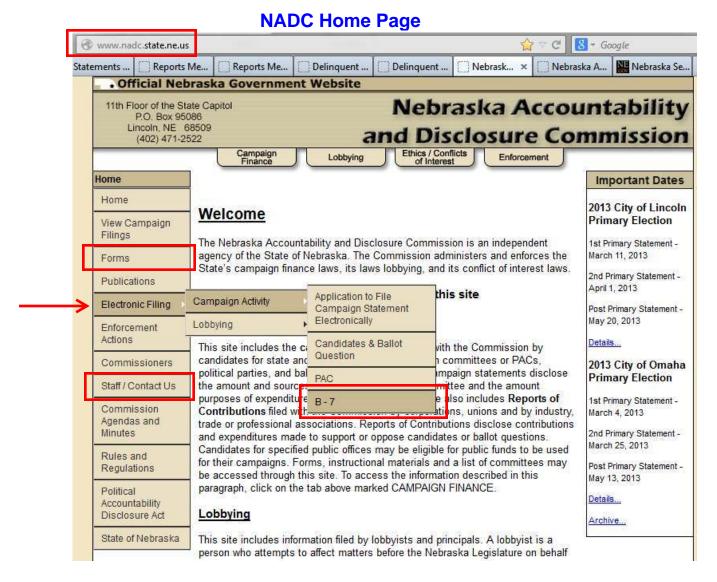
THIS IS ONLY A GUIDE FOR ACCESSING AND USING THE **B-7** E-FILING PROGRAM (FOR CORPORATIONS, UNIONS, AND OTHER ENTITIES).

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT OUR OFFICE.

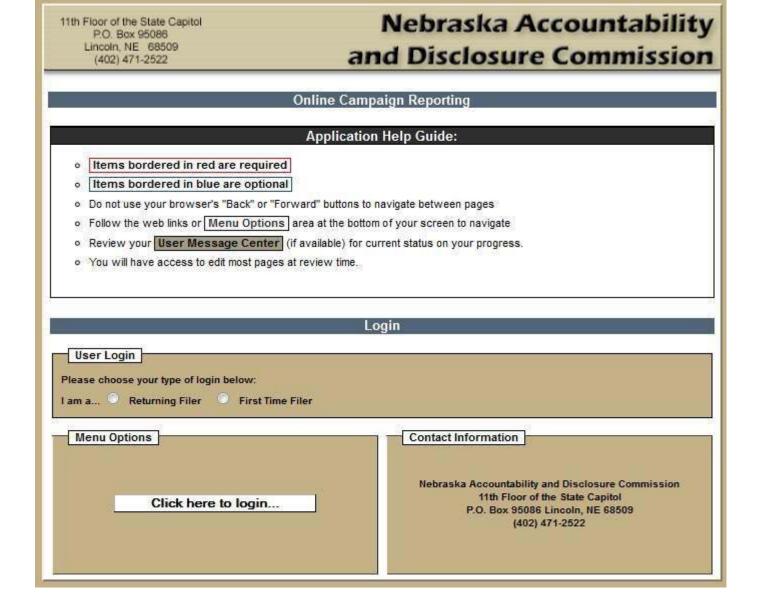


NADC Home Page

Hover your cursor over "Electronic Filing" then "Campaign Activity" then click on "B-7"

You must have an e-filing application on file in order to use the e-filing program.

For an application go to > http://www.nadc.state.ne.us/docs/e-filing-all-purpose-application-form.doc
OR click on the link "Forms" and then (on the page) click on "Electronic Filing Application for Forms B-1, B-4, and B-7". You may fax (402-471-6599) or e-mail the application (to Serena Dunn or David Hunter) however a signed copy must be filed with the Commission. For e-mail, click on "Staff/Contact Us" from our Home Page.



LOGIN page

Electronic Filing for Corporations, Unions or Other Associations

If this is your first time, click on bubble "First Time Filer" otherwise click on bubble "Returning Filer"

You must have an application on file with a password in order to use the e-filing program! To obtain an application, see our note on the previous page, NADC Home page.

Nebraska Accountability 11th Floor of the State Capitol P.O. Box 95086 Lincoln, NE 68509 and Disclosure Commission (402) 471-2522 **Online Campaign Reporting** Application Help Guide: Items bordered in red are required o Items bordered in blue are optional Do not use your browser's "Back" or "Forward" buttons to navigate between pages o Follow the web links or Menu Options area at the bottom of your screen to navigate Review your User Message Center (if available) for current status on your progress. You will have access to edit most pages at review time. Login User Login Please choose your type of login below: I am a... Returning Filer First Time Filer ID Number: Password: [Lost your password?] Menu Options Contact Information Nebraska Accountability and Disclosure Commission 11th Floor of the State Capitol Click here to login... P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522

LOGIN page, Returning Filer

Nebraska Accountability 11th Floor of the State Capitol P.O. Box 95086 Lincoln, NE 68509 and Disclosure Commission (402) 471-2522 Online Campaign Reporting **Application Help Guide:** Items bordered in red are required o Items bordered in blue are optional Do not use your browser's "Back" or "Forward" buttons to navigate between pages Follow the web links or Menu Options area at the bottom of your screen to navigate · Review your User Message Center (if available) for current status on your progress. You will have access to edit most pages at review time. User Login Please choose your type of login below: First Time Filer I am a... Returning Filer *Please contact NADC if you don't know your ID number: (402) 471-2522 ID Number: New Password: [Need help choosing a password?] Retype New Password: Menu Options Contact Information Nebraska Accountability and Disclosure Commission 11th Floor of the State Capitol Click here to login... P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522

LOGIN page, First Time Filer

and Disclosure Commission (402) 471-2522 Online Campaign Reporting Application Help Guide: Items bordered in red are required Items bordered in blue are optional Do not use your browser's "Back" or "Forward" buttons to navigate between pages Follow the web links or Menu Options area at the bottom of your screen to navigate Review your User Message Center (if available) for current status on your progress. **User Message Center** Message(s) from the application: You may review your submitted form(s) below Statement(s) History & Options Election Reporting Date Form Nature Submitted Processed? Action(s) Type Date(s) Saved 11/16/2012 08:18:31 YES **B7** 11/16/2012 View & Print. 12/13/2012 11:12:10 View & Print. **R7** 12/13/2012 YES AM Political Contributions Of A Corp., Union Or Assoc. (B-7) Start a new form: Select a form... Political Contributions Of A Corp., Union Or Assoc. (B-7) Menu Options Contact Information Nebraska Accountability and Disclosure Commission 11th Floor of the State Capitol Logout.. P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522

Nebraska Accountability

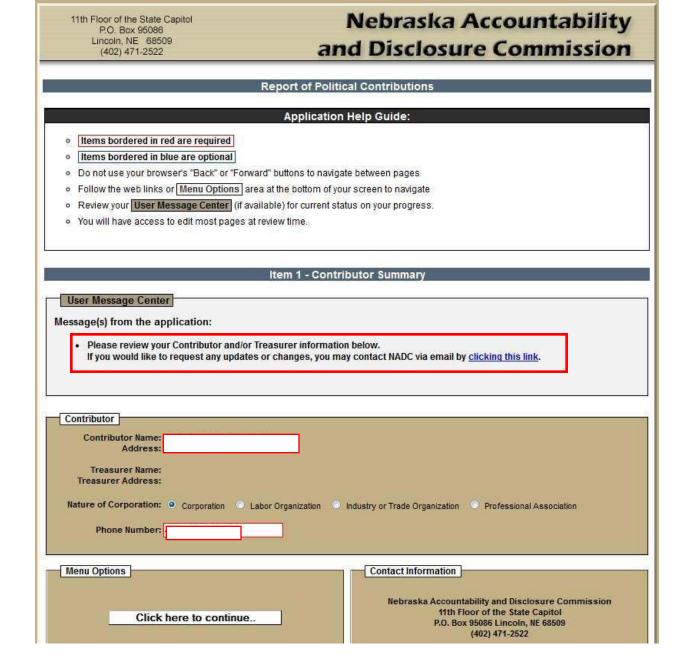
History page

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To start a new form, click on the drop down arrow and then select "Political Contributions of a Corp., Union or Assoc. (B-7)" Then click on "Start".

You cannot start a new report if a previous report has not been processed, designated by NO under the column "Processed?"

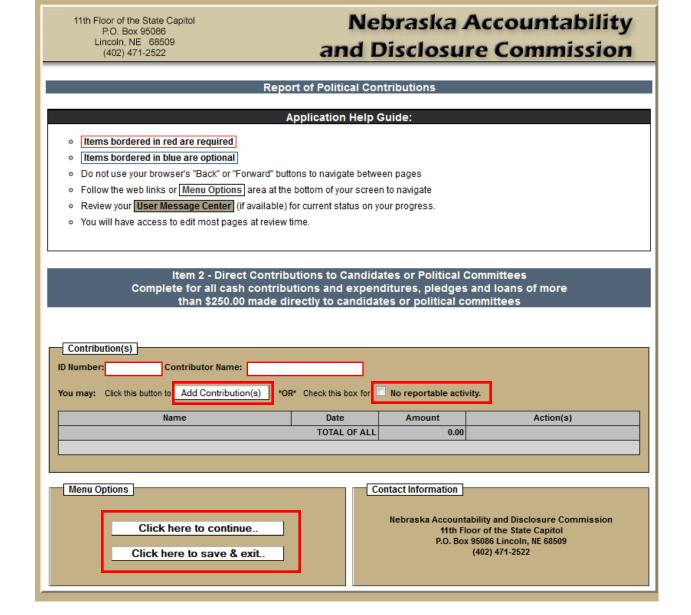
If you have "submitted" the previous report, feel free to contact our office to determine if we have processed it.



Item 1 - Contributor Summary

Check that your information is correct and then click on "Click here to continue..."

Note: After pressing "Click here to continue" on each page you cannot make any changes to those pages until you get to the "Review" section towards the end of the program. From the Review page, you may make changes or additions to any section of the report.



Item 2 – Direct Contributions, Add Contribution(s)

You must click "Add Contribution(s)" or check "No Reportable Activity".

Note that the form is not filed with our office until you have gone through to the end and "Submitted" the report.

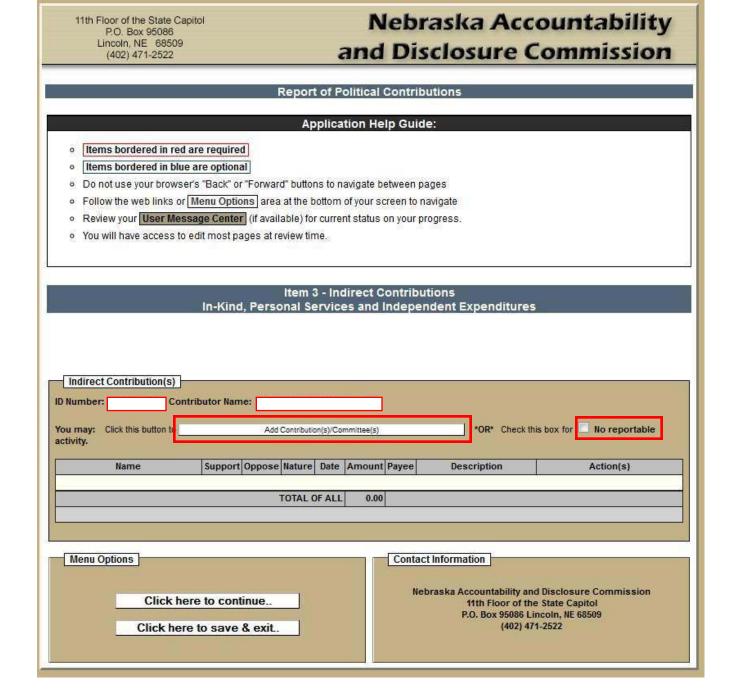
"Click here to save & exit.." does not submit the report!

Item 2 - Direct Contributions to Candidates or Political Committees Complete for all cash contributions and expenditures, pledges and loans of more than \$250.00 made directly to candidates or political committees User Message Center Message(s) from the application: . Just type the first few characters of your committee name and the application will assist you in finding it. Currency formatting, such as Dollar signs (\$) and Commas(,) are not allowed and will be automatically removed New Contribution Click here to cancel this new contribution Additional search help is available at the NADC Website Enter the candidate's last name OR part of the committee name to start the search Name: Search Committee Name: Committee not in the system? Click here. Contribution Date: Format: (MM/DD/YYYY) or Use the Calendar Assistant... Amount: \$ Save this new Contribution... Contribution(s) ID Number: Contributor Name: Date Amount Action(s) TOTAL OF ALL 0.00 Menu Options Contact Information Nebraska Accountability and Disclosure Commission Click here to continue... 11th Floor of the State Capitol P.O. Box 95086 Lincoln, NE 68509

Item 2 – Direct Contributions

Note that the form is not filed with our office until you have gone through to the end and "Submitted" the report.

"Click here to save & exit.." does not submit the report!



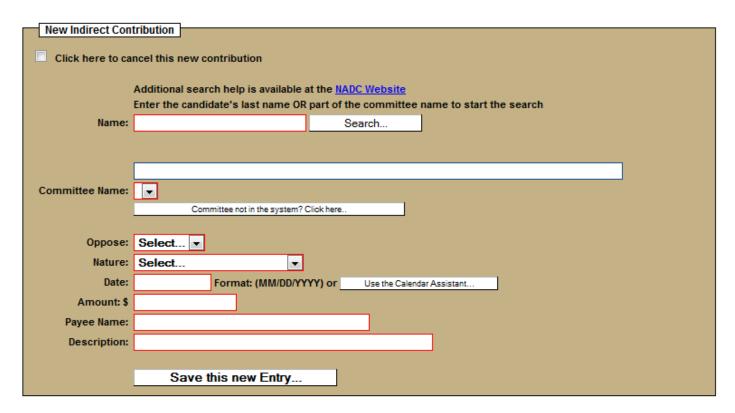
Item 3 – Indirect Contributions

You must click "Add Contribution(s)" or check "No Reportable Activity".

Note that the form is not filed with our office until you have gone through to the end and "Submitted" the report.

Item 3 - Indirect Contributions In-Kind, Personal Services and Independent Expenditures

User Message Center
Message(s) from the application:
Currency formatting, such as Dollar signs ('\$') and Commas(',') are not allowed and will be automatically removed



Item 3 – Indirect Contributions, Add Contribution(s)/Committee(s)

Note that the form is not filed with our office until you have gone through to the end and "Submitted" the report.

11th Floor of the State Capitol P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522

Nebraska Accountability and Disclosure Commission

Report of Political Contributions Application Help Guide: Items bordered in red are required Items bordered in blue are optional Do not use your browser's "Back" or "Forward" buttons to navigate between pages Follow the web links or Menu Options area at the bottom of your screen to navigate Review your User Message Center (if available) for current status on your progress. You will have access to edit most pages at review time. Item 4 - Expenditures For Establishment or Administration of a Separate Segregate Political Fund (SSPF PAC) PAC Administration Expenditures Contributor Name: ID Number: Add Committee *OR* Check this box for No reportable activity. You may: Click this button to Committee Name Action(s) Acronym You may: Click this button to Add Personal Service(s) Date Action(s) Description Menu Options Contact Information Nebraska Accountability and Disclosure Commission Click here to continue... 11th Floor of the State Capitol P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522 Click here to save & exit...

Item 4 – Expenditures for Administration of SSPF

You must click "Add Committee" or check "No Reportable Activity".

Note that the form is not filed with our office until you have gone through to the end and "Submitted" the report.

Item 4 - Expenditures For Establishment or Administration of a Separate Segregate Political Fund (SSPF PAC) User Message Center Message(s) from the application: Currency formatting, such as Dollar signs ('\$') and Commas(',') are not allowed and will be automatically removed Add Committee Click here to cancel this committee entry Additional search help is available at the NADC Website Enter the candidate's last name OR part of the committee name to start the search Name: Search... Committee Name: Committee not in the system? Click here. Acronym: Or enter "None" Save this new Entry... Item 4 – Expenditures for Administration of SSPF, Add Committee Item 4 - Expenditures For Establishment or Administration of a Separate Segregate Political Fund (SSPF PAC) User Message Center Message(s) from the application: . Currency formatting, such as Dollar signs ('\$') and Commas(',') are not allowed and will be automatically removed

Item 4 – Expenditures for Administration of SSPF, Add Personal Service

Review Page

11th Floor of the State Capitol

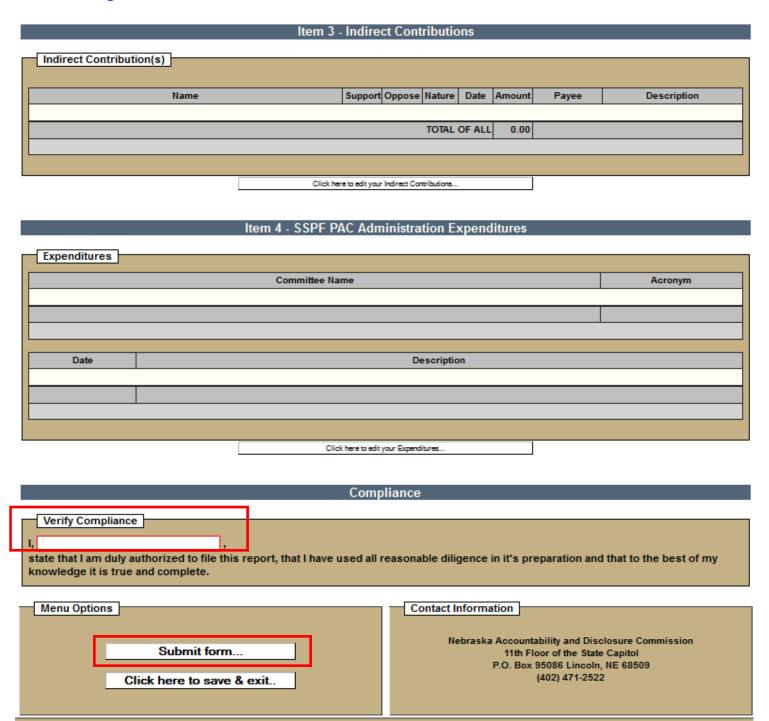
Nebraska Accountability

Lincoln, NE 68509 (402) 471-2522 and Disclosure	e Commi	ssion		
Report of Political Contributions				
Report of Foliation Contributions				
Application Help Guide:				
Items bordered in red are required				
o Items bordered in blue are optional				
Do not use your browser's "Back" or "Forward" buttons to navigate between pages				
Follow the web links or Menu Options area at the bottom of your screen to navigate				
Review your User Message Center (if available) for current status on your progress.				
You will have access to edit most pages at review time.				
Review				
Please review your information below. Follow the review buttons	if needed.			
Sign and choose "Submit Form" when complete.				
Item 1 - Contributor Summary				
Contributor				
Contributor				
Contributor Name: Address:				
Contributor Name: Address:				
Contributor Name:				
Contributor Name: Address: Treasurer Name: Treasurer Address:				
Contributor Name: Address: Treasurer Name:	Professional Associtatio	n		
Contributor Name: Address: Treasurer Name: Treasurer Address:	Professional Associtatio	n		
Contributor Name: Address: Treasurer Name: Treasurer Address: Nature of Corporation: O Corporation C Labor Organization Industry or Trade Organization Phone Number:	Professional Associtatio	n		
Contributor Name: Address: Treasurer Name: Treasurer Address: Nature of Corporation: Corporation Labor Organization Industry or Trade Organization	Professional Associtatio	n		
Contributor Name: Address: Treasurer Name: Treasurer Address: Nature of Corporation: O Corporation C Labor Organization Industry or Trade Organization Phone Number:	Professional Associtatio	n		
Contributor Name: Address: Treasurer Name: Treasurer Address: Nature of Corporation: O Corporation C Labor Organization Industry or Trade Organization Phone Number:	Professional Associtatio	n		
Contributor Name: Address: Treasurer Name: Treasurer Address: Nature of Corporation: O Corporation Labor Organization Industry or Trade Organization Phone Number: Click here to edit your Contributor Summary	Professional Associtatio	n		
Contributor Name: Address: Treasurer Name: Treasurer Address: Nature of Corporation: O Corporation Labor Organization Industry or Trade Organization Phone Number: Click here to edit your Contributor Summary Item 2 - Direct Contributions	Professional Associtatio	n Amount		

You may make changes or additions to any sections from this review page.

Click here to edit your Direct Contributions...

Review Page ...continued



Note that the form is not filed with our office until you have "Verified Compliance" by typing in your name and clicked "Submit form..."

Nebraska Accountability 11th Floor of the State Capitol P.O. Box 95086 Lincoln, NE 68509 and Disclosure Commission (402) 471-2522 Online Campaign Reporting Application Help Guide: Items bordered in red are required o Items bordered in blue are optional Do not use your browser's "Back" or "Forward" buttons to navigate between pages Follow the web links or Menu Options area at the bottom of your screen to navigate Review your User Message Center (if available) for current status on your progress. You will have access to edit most pages at review time. Receipt Successful Submission Confirmation Submission Date/Time: 12/13/2012 02:34:10 PM Your statement has been successfully submitted. Filings submitted before 5:00 PM central time on or before the due date are timely filed. Filings received after 5:00 PM are considered received on the next state business day. Menu Options Contact Information Nebraska Accountability and Disclosure Commission Click here to print report... 11th Floor of the State Capitol P.O. Box 95086 Lincoln, NE 68509 (402) 471-2522 Click here to save & exit... Please take a few moments to complete this brief survey. Your feedback is appreciated,

Receipt, Successful Submission Confirmation ...w/option to Print or Exit

Be sure to print the report or save the PDF file (an option after "Click here to print report...") for proof that you filed the report. Then "Click here to save & exit..."